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25X1A9a [redacted]

25X1A9a

SEP 19 1956

" file

Chief, Management Staff

Chief, O&M Staff (DD/S Area)

Work Report for Period 13 September 1956 through 19 September 1956

1. Accomplishment

25X1A9a a. MS 936, OTR, Increase of Two (2) T/O Positions Assessment and Evaluation Branch. [redacted]

25X1A9a b. MS 982, Cable Secretariat, DCI, Reallocation of Eleven (11) T/O Positions. [redacted]

c. MS 886, OL, Reorganization of Identification and Cataloging Branch, Supply Division, Twelve (12) Positions. [redacted] 25X1A9a

d. The Acting Deputy Director (Support) approved the move of the Payroll Branch, Fiscal Division to Curie Hall, as recommended by Management Staff.

e. Five Employee Suggestions evaluated (442, 1375, 1407, 1886, 2078). [redacted] 25X1A9a

2. Assignments

a. MS 5-1, OC, Study of the Comptroller Organization. [redacted] 25X1A9a

b. MS 5-1A, OC, Follow-up on Implementation of Management Staff Recommendation regarding survey of Fiscal Division. [redacted] 25X1A9a

c. MS 5-1D, OC, Study of Budget Division. [redacted] 25X1A9a

d. MS 5-1E, OC, Study of Technical Accounting Staff. [redacted] 25X1A9a

e. MS 5-1F, OC, Study of Program Analysis Staff. [redacted] 25X1A9a

f. MS 5-80, OL, Review of Procedures, Printing Services Division. [redacted] 25X1A9a

g. MS 6-14, Study of Agency Overtime Practices. [redacted] 25X1A9a

h. MS 6-19, OTR, Study of OTR Clerical Training Program. [redacted] 25X1A9a

i. MS 6-28, OS, Administrative Survey of Correspondence and Records Branch; Transfer of UV Slots, Field to Headquarters and Establishment of New Organizational Components. [redacted] 25X1A9a

j. MS 6-47, OC, Study of Use of UV Funds to pay Agency Employees. [redacted] 25X1A9a

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k. MS 6-48, OS, Reorganization of Support Branch, SSD. [redacted] 25X1A9a

l. MS 6-49, OTR, Study of OTR Language and Area Instruction. [redacted] 25X1A9a

m. MS 886, OL, Reorganization of Identification and Cataloging Branch, Supply Division. [redacted] 25X1A9a

n. MS 949, OTR, Reorganization of Basic and Intelligence Schools and the Establishment of a School of International Communism. [redacted] 25X1A9a

o. MS 6-51, DD/S Area Coordination on the Study of Feasibility of Transferring from OCR to OTR, CIA Library Branch Two and Establishing a Communism Library in OTR; Project assigned to Mr. [redacted], DD/I Area. 25X1A9a 25X1A9a

3. Other

a. Training

Two Hours - Study of O&M Techniques as applicable to CIA. [redacted] 25X1A9a

b. Field Trip

On site visit made to [redacted] for the purpose of gathering information in connection with the study of the use of Unvouchered Funds to pay Agency Employees. [redacted] (MS 6-47) 25X1A6a 25X1A9a

[redacted] 25X1A9a

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